

#### Texas Department of State Health Services



#### **Bacterial Vaginosis/Trichomoniasis/Herpes Simplex Program (STDTier2)**

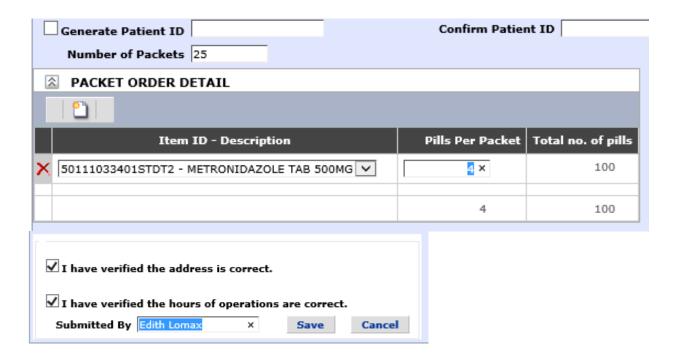
- ➤ ITEAMS is a continuing cycle. You cannot perform one function without completing the other transactions.
  - Place Order
    - Packet Order: (Trichomoniasis) Metronidazole 4pill packets
    - Bulk Order: (Bacterial Vaginosis) Metronidazole 500mg #14's bottles
       (Herpes Simplex Virus Initial Outbreak) Valacyclovir 1gm #20's bottles
       (Herpes Simples Virus Episodic Treatment) Valacyclovir 1gm #5's bottles
  - Receive Orders (Receiving Tab)
     Bulk orders will add items to your inventory
     Packet Orders are just acknowledged that the shipment was delivered, packet will not be added to your inventory. (Packet Orders are not included in ITEAMS inventory)
  - Record Usage
    - a. Doses Administered (product given at your facility)
    - b. Transfer Orders (product transferred to another facility)
    - c. Wasted/Expired (items unusable)
  - Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)
    - STDTier2 (Provider C-33)
- When submitting orders, include your full <u>First and Last Name</u>. If there are questions on an order, it will be easier to find the person that submitted it.
- Contact the Pharmacy Branch immediately once you determine a mistake has been made. Pharmacy is quick on processing orders.

(512) 776-7500 or ITEAMS.PharmacyHelpdesk@dshs.texas.gov

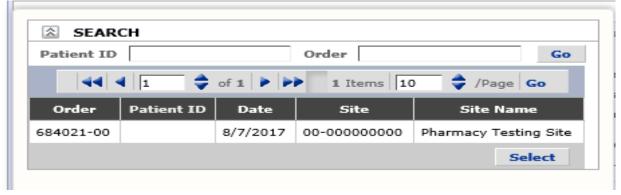
▶ <u>Do Not</u> use other employee's ITEAMS login information. Each user must have their own logins. A "New User" form will need to be completed and submitted to the appropriate Program Approver to obtain login access. Please use the same form to delete a user when no longer employed or utilizing ITEAMS.

(Metronidazole 1gm) 4 pill packets are ordered under the "Packet Order" screen.

- 1) Patient ID boxes are left blank
- 2) Number of Packets = total number of packets you are requesting
- 3) Metronidazole 1gm will always be 4 Pills Per Packet
- 4) When you add your name, please put your full first/last name, that way if we have questions on your order, you are easily found



If you immediately realize that you have made an error, there is a chance you can correct it. From Packet Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. You can add, delete or change a drug line item.



STD Tier2 items that are ordered under the "Bulk Order" are:

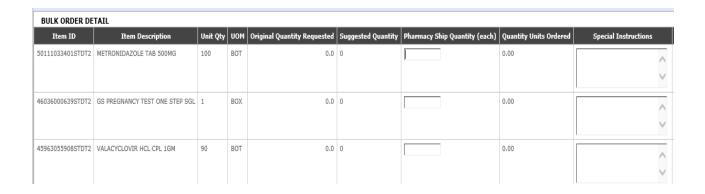
Bacterial Vaginosis: Metronidazole 500mg #14's

"Take 1 tablet twice daily for 7 days"

Herpes Simplex Virus, Initial Outbreak: Valacyclovir 1gm #20's

"Take 1 tablet twice daily for 10 days"

<u>Herpes Simplex Virus, Episodic Treatment</u>: **Valacyclovir 1gm #5's** "Take 1 tablet daily for 5 days"



**Special Instructions box**: Elaborate specifically what you are requesting per line item. Ex: Metronidazole 500 #14's "I need 4 bottles of 14's" **OR** Valacyclovir 1gm "10btls of 20's and 15btls of 5's"



When requesting items under "Bulk Order", quantities entered in the Pharmacy Ship Quantity (each) box should be in eaches. Example:

1 btl Metronidazole 500mg #14's = 14 4btls Metronidazole 500mg #14's = 56 10btls Valacyclovir 1gm #20's = 200 15btls Valacyclovir 1gm #5's = 75

If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

| ETAIL                          |             |     |                                   |                       |                                  |                              |                                 |
|--------------------------------|-------------|-----|-----------------------------------|-----------------------|----------------------------------|------------------------------|---------------------------------|
| Item Description               | Unit<br>Qty | UOM | Original<br>Quantity<br>Requested | Suggested<br>Quantity | Pharmacy Ship<br>Quantity (each) | Quantity<br>Units<br>Ordered | Special Instructions            |
| METRONIDAZOLE TAB 500MG        | 100         | ВОТ | 0.0                               | 0                     | 56                               | 0.56                         | I need 4 bottles of 14's        |
| GS PREGNANCY TEST ONE STEP SGL | 1           | вох | 0.0                               | 0                     |                                  | 0.00                         | <sup>^</sup>                    |
| VALACYCLOVIR HCL CPL 1GM       | 90          | вот | 0.0                               | 0                     | 275                              | 3.06                         | 10btls of 20's<br>15btls of 5's |

**Special Instructions box**: Elaborate specifically what you are requesting per line item. Ex: Metronidazole 500 #14's "I need 4 bottles of 14's" **OR** Valacyclovir 1gm "10btls of 20's and 15btls of 5's"

| $\square$ I have verified the address is correct.  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| ☐ I have verified the hours of operations are correct.  Submitted By Edith Lomax × Save Cancel |  |  |  |  |  |  |  |  |

#### **RECONCILIATION**

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, all other transactions (Receiving, Doses Administered, Transfer Orders, Wasted/Expired) must be completed before entering the physical counts on the C-33 form.

Conduct an inventory of your drugs. Print the Tally Sheet under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the "Add Line" button on the receiving tab.

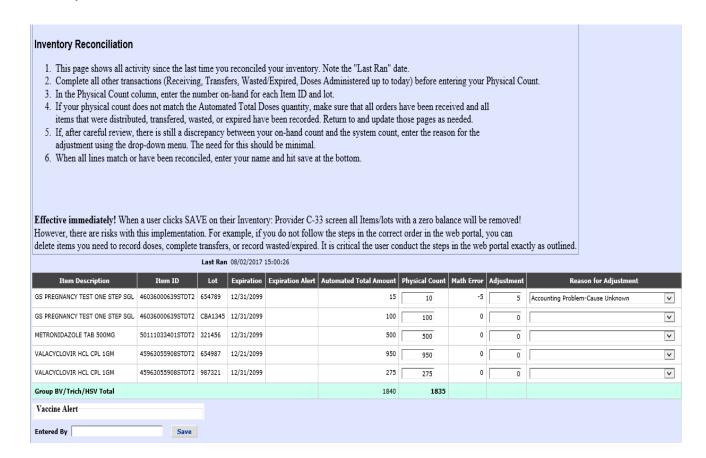
#### **Tally Sheet**

|                                | Site: STDT2 / 00-000000000                                |  |   |  |  |
|--------------------------------|---|--|---|--|--|
|                                |   |  |   |  |  |
| Description                    | Lot   | Expiration   | Physical Count  | Comment  |  |
| GS PREGNANCY TEST ONE STEP SGL | 654789  | 12/31/2099   |   |  |  |
| METRONIDAZOLE TAB 500MG        | 321456  | 12/31/2099   |   |  |  |
| VALACYCLOVIR HCL CPL 1GM       | 987321  | 12/31/2099   |   |  |  |
| VALACYCLOVIR HCL CPL 1GM       | 987321  | 12/31/2099   |   |  |  |
|                                |   |  |   |  |  |
|                                | GS PREGNANCY TEST ONE STEP SGL<br>METRONIDAZOLE TAB 500MG | GS PREGNANCY TEST ONE STEP SGL 654789 METRONIDAZOLE TAB 500MG 321456 | Description         Lot         Expiration           GS PREGNANCY TEST ONE STEP SGL         654789         12/31/2099           METRONIDAZOLE TAB 500MG         321456         12/31/2099 | Description Lot Expiration Physical Count GS PREGNANCY TEST ONE STEP SGL 654789 12/31/2099 METRONIDAZOLE TAB 500MG 321456 12/31/2099 |  |

Once Transactions are completed, the Physical Count column on the C-33 form should match the on hand counts of drugs on your shelves.

#### **Provider C-33**

NEVER LEAVE THE PHYSICAL COUNT BOXES BLANK, once saving it ITEAMS will record it as Zero and delete the line item from your inventory. If for whatever reason the Physical Count is different from the Automated Total Amount, this amount is the difference of both totals and is considered as an Adjustment. You will then need to select a Reason for Adjustment from the drop down list. Then enter your full name and click on save.



#### SUMMARY OF RECONCILIATION

Step 1: Complete Appropriate transactions.

Receiving, Transfers, Wasted/Expired, Doses Administered

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Step 2: Physical Inventory Count.

Print Tally Sheet and inventory drugs on shelves

Step 3: Reconcile: Record Physical counts on Provider C-33

Enter and save counts

#### **Doses Administered**

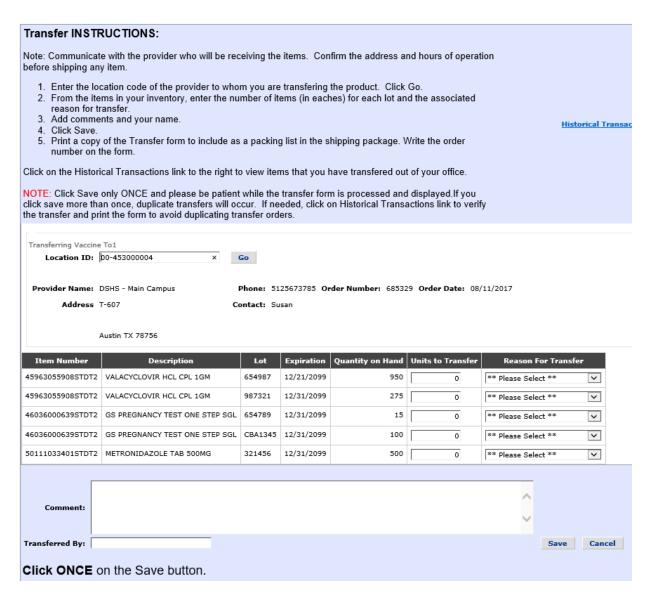
Doses Administered are meds given to patients at your facility. You can record it daily, weekly, monthly. You will have to keep a tally of what has been given out. Upon recording, ITEAMS will deduct the amounts from inventory. Enter amounts in Units Distributed box in eaches, select a comment from the drop down list, enter full name in Entered By box, click save. This also will deduct from inventory.

#### UNITS DISTRIBUTED DATA ENTRY 1. Pay close attention to the Date Range on this screen. Record your Units Distributed under the Quantity column. Enter your name and click Save at the bottom. Units Distributed for date range below: From Date: 07/01/2017 To Date: 07/31/2017 Error Description Item ID Lot Expiration Comment GS PREGNANCY TEST ONE STEP SGL 46036000639STDT2 654789 12/31/2099 ~ GS PREGNANCY TEST ONE STEP SGL 46036000639STDT2 CBA1345 12/31/2099 ~ METRONIDAZOLE TAB 500MG 50111033401STDT2 321456 12/31/2099 ~ VALACYCLOVIR HCL CPL 1GM 45963055908STDT2 654987 12/21/2099 ~ VALACYCLOVIR HCL CPL 1GM 45963055908STDT2 987321 12/31/2099 ~ Entered by: Save

#### **Transfer Order**

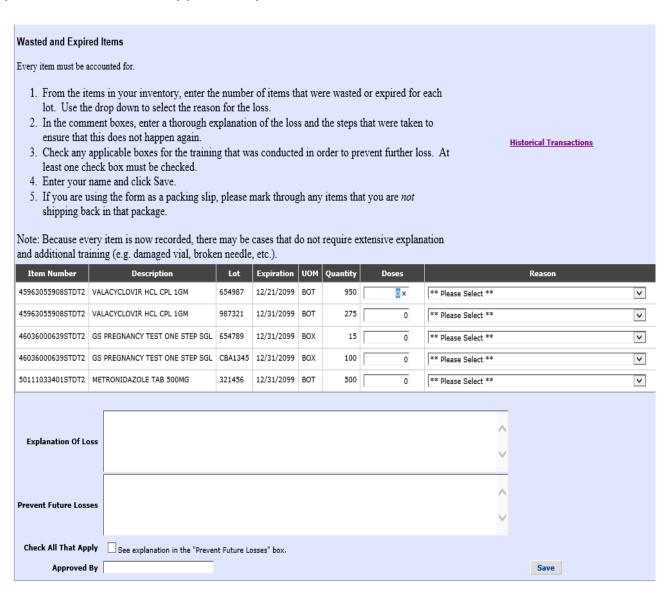
Transfer order is when meds are transferred to another facility. You will need to know the facility's Location Code/ID. Enter it in Location ID box, click go. ITEAMS will populate your site's inventory. Input Units to Transfer (eaches) and select a Reason for Transfer from the drop down list. Comment in box if needed, Type in full name in Transferred By box, click save. This will generate an order# and will appear at the other site to Receive in ITEAMS.

Why Transfer? Ex: if your facility has too much of a particular medication or a soon-to-expire medication and you would like to transfer to another site in your region who can use these medications. Make sure to communicate with the facility to ensure they are aware of the transfer and is transferred properly.



#### Wasted/Expired

Wasted/Expired is to record items that have been wasted or expired. Input the amount in the Doses box, select a reason from the drop down list, provide an explanation of loss and a prevent future losses explanation, Check the box, add your full name in the Approved By box.



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#### Receiving

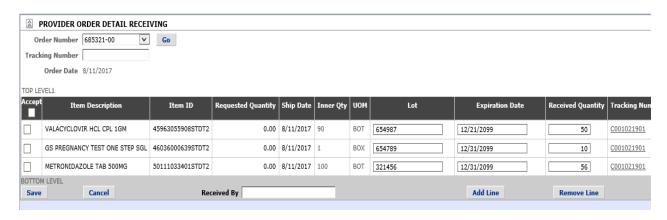
<u>Bulk orders</u> will add items to your inventory.

<u>Packet Orders</u> are just acknowledged that the shipment was delivered, items will not add to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

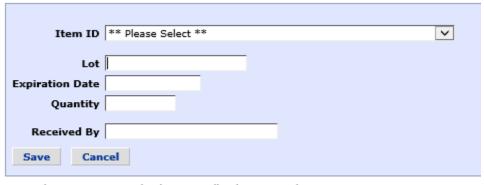
Type in Full Name in Received By box, click save.

Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: Please contact your support person with the following message; Invalid key value.



To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

To manually add items into your inventory, use the "Add Line" button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.



| Diagnosis   | Drug/Strength                              | Qty      | Sig   | Place Order<br>Tab     |
|---|--|----------|---|------------------------|
| Trichomoniasis  | Metronidazole<br>500mg                     | 4        | Take all tabs at once   | Packet<br>Order        |
| Bacterial Vaginosis Herpes Simplex Virus,                   | Metronidazole<br>500mg<br>Valacyclovir 1gm | 14<br>20 | Take 1 tablet twice<br>daily for 7 days<br>Take 1 tablet twice<br>daily for 10 days | Bulk<br>Order<br>Bulk  |
| Initial Outbreak  Herpes Simplex Virus,  Episodic Treatment | Valacyclovir 1gm                           | 5        | Take 1 tablet daily for 5 days  | Order<br>Bulk<br>Order |

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